

Strategic Narrative Topics

This document provides a list of topics and questions to aid agencies and staff offices in preparing their Strategic Narrative. At a minimum, the narrative should include a discussion of the topics identified below. Agencies are encouraged to augment this narrative to address agency-specific IT trends and needs.

Environment

1. Describe the overall agency approach to information resources management and information technology. Include the use of new/emerging technologies and how you see those changing the delivery of programs, products, and services to your agency's customers. Describe the organizational structure of the IRM organization and the use of IRM Review Boards.
2. Describe your capital planning practices. How well are the principles of capital planning integrated into your investment selection process? To what extent are agency program officials involved in Capital Planning? What obstacles exist to better capital planning in your agency? Is a project management methodology in use in your organization? If so, describe it.

Future Direction - Forecasts Agency IRM Direction/Expectations

1. Describe the architectural trends or direction that your agency expects to move towards. The agency technical infrastructure includes the telecommunications network, technology architecture, and corporate applications. Provide a diagram of your agency's current and future technology and telecommunications architectures. Include current products and product direction where known. Include a discussion on anticipated use of remote or mobile computing.
2. Interoperability - Describe how you are addressing the issue of interoperability both within the agency and external to it. Describe areas where you have Interoperability concerns.
3. Electronic Commerce (EC)/Electronic Government (EG) - Describe the preparation for and impact of EC and EG on your IT readiness. Is your organization currently delivering programs, products, and services to customers electronically? Are internal applications delivered through the Web? Does your organization plan to use electronic/digital signature for electronic program delivery?
4. IT Security - OCIO will be issuing a separate call letter with specific guidance on the Annual Information Systems Security Plans. We anticipate issuing this package in Mid-March 2000 with a due date of May 2000.
5. Collaboration Tools – Describe your agencies use or planned use of automated collaborative tools. Provide the name of the product used or under consideration.
6. Smart Cards – Describe how your agency uses or plans to use Smart Cards for program delivery.
7. Confidentiality of Electronic Information – Describe how your agency is addressing privacy issues in an electronic environment. What safeguards have been put in place to protect customer information?
8. IT Accommodation/Accessibility – Describe how your agency is preparing to meet the IT accommodation/accessibility needs of its employees and customers, including accessibility over the Internet.

9. Financial Systems Activities - How is IT support your financial systems and support the Department financial systems approach? What is the proposed schedule for implementation of FFIS? What changes are necessary to support your agency until FFIS is implemented? Are major Financial Systems planned or under development? If the systems are major, (i.e. meet 300 B requirements) are they JFMIP Compliant?
10. Data Management/Data Sharing - What agencies do you currently share data with? Is a data warehouse in place or planned? If a warehouse is in place, underway, or being piloted, please list the tools in use.
11. Records Management/ E-Records - Describe the agency's management approach for handling electronic records. Is the agency purchasing an E-Records system or will the agency address this issue using current systems?
12. Reduction of Stove Pipes - How is the agency addressing internal stove pipes? What agency policies are in place to prevent the creation of new ones? What methodology will the agency use to identify key business areas?
13. Legacy Systems - Address plans for legacy systems, both short and long term.
14. Forms - Address agency plans for electronic forms for both public use, i.e. OMB approved forms and inter agency forms. Discuss product or product direction where know.
15. FOIA - Discuss agency direction regarding E-FOIA requirements

